

# Office of Human Resources

## Personnel Newsletter

June 2002

### New NASA Automated Position Description System

This summer, NASA is introducing a new automated Position Description Management (PDM) system and process that will enable supervisors, managers, and human resources (HR) staff to create new position descriptions (PDs) easily and promptly and that will streamline the classification process. PDM is a pathfinder project managed by the Integrated Financial Management (IFM) Program Office.

To accomplish PDM, NASA contracted with Avue Technologies, Inc. for the Avue Digital Services (ADS) Classification Module and has worked closely with the contractor to customize the content in the module to reflect NASA's work.

NASA Glenn will roll out PDM the week of July 8, 2002, and is expected to make a full transition to the new system by July 15, 2002. Roll-out week will include training sessions for HR staff, supervisors, and managers.

What this means for supervisors, managers, and human resources staff is that the amount of time it currently takes to create a position description will be significantly reduced. In addition, the system will allow users to easily locate electronic copies of existing position descriptions on line via the Web. There will also be a capability to access and modify files of working and final documents available to supervisors, managers, and HR staff. A PD archive of certified PDs will also be available.

The transition to this new system for supervisors, managers, and HR staff, who have responsibilities to create official PDs, will require new learning of the system and processes. Training will be made available to eligible users to ease this transition. It is expected that the impact of this change on employees and others who do not have direct responsibilities to write and certify PDs will be minimal, if any. In some cases, the new system will indirectly benefit employees by speeding up personnel actions handled by their supervisors and managers, which may have been delayed in the past by a manual process.

If you would like more information about PDM, visit the Web site at: <http://npdm.nasa.gov/>. For additional information about the many other projects managed by IFMP, visit the Web Site at: <http://www.ifmp.nasa.gov/>. The NASA Glenn representative who serves on the Agencywide PDM Team is H. Fran Pierce, Classification Officer, Office of Human Resources.

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The Glenn Employee Assistance Program (EAP) reminds employees that family problems, emotional concerns, and mental health issues don't go on vacation just because summer has arrived. As a matter of fact, problems usually intensify during periods of transition; e.g., from school to vacation, from work to vacation. GRC employees are entitled to three free visits to the EAP. Don't wait until September. Contact Dr. Joe Wasdovich at extension 3-2989 for assistance or a referral to one of our several, conveniently located providers. As always, the EAP is private, confidential, and effective.

## **WHAT KIND OF RIGHTS?**

Weingarten rights are mandated by law and came to be through an actual case decided by the U.S. Supreme Court in 1975. In that case, management had suspected an employee, named Weingarten, of theft and called the employee in to ask questions. The employee insisted on having a union representative present to help her respond to the questions. The manager refused to allow such assistance. When the employee refused to answer the questions without a representative present, the company fired the employee.

An unfair labor practice complaint was filed and eventually was heard by the Supreme Court. In the decision, the Court determined that if the meeting included both management and a bargaining unit employee, was investigative in nature, and the unit member feared discipline as a result of the discussion, upon request, Ms. Weingarten was entitled to union representation at the meeting. Agencies are required to post annual notices of these rights. The following "Annual Notice of Right to Request Union Representation" satisfies this requirement.

### **ANNUAL NOTICE OF RIGHT TO REQUEST UNION REPRESENTATION (WEINGARTEN RIGHTS)**

The Civil Service Reform Act gives employees in units represented by an exclusive labor organization the right to request union representation at an examination by a representative of the agency in connection with an investigation if the employee believes the examination may result in disciplinary action.

Section 7114(a) of the Civil Service Reform Act of 1978 (CSRA) states that:

- (2) An exclusive representative of an appropriate unit in an agency shall be given the opportunity to be represented at
  - (B) any examination of an employee in the unit by a representative of the agency in connection with an investigation if
    - (i) the employee reasonably believes that the examination may result in disciplinary action against the employee; and
    - (ii) the employee requests representation.

Section 7114(a)(3) of the CSRA requires that employees receive annual notice of the rights set forth above. If you have any questions relative to this notice, please contact Lori O. Pietravoia, Human Resources Specialist, at extension 3-2506.

## **MANDATORY IT SECURITY TRAINING FOR 2002**

The deadline for completing the mandatory IT Security Training is rapidly approaching.

If you are a nonsupervisory employee, you are required to complete the mandatory "Basic IT Security for 2002" training module by June 17, 2002.

All supervisors (Branch Chief or functional equivalent and higher) and Managers of Special Management Attention Systems (SMA), Systems Processing Mission (MSN), or Business and Restricted Technology Information (BRT) must complete the mandatory "IT Security for Managers 2002" by June 17, 2002.

The training modules may be found at the following Web site:

<https://solar.msfc.nasa.gov/solar/delivery/disc/its/public/html/disindex.htm>

Questions concerning the above training should be directed to Kathy Clark at 3-8354.



## Take Another Glance



The Organization Development and Training Office (OD&TO) Web Site has been revamped with our customers in mind.

Our Weekly Class Schedules and Training Events Calendars can be viewed on the **Calendars & Schedules** menu pick. Training and Events Calendars contain all the scheduled, onsite classes organized by occupation or professional discipline.

Training program information like course announcements, Agency training and developmental programs, technology-based learning and publicly available seminars can be accessed through the **Classes & Programs** menu pick.

There is a great deal of useful information at our Web site, so please visit us at:

<http://www.grc.nasa.gov/WWW/ODT/>

and “Take Another Glance.”

We'd love to get your feedback on what works, what doesn't and how we can make our Web site more useful to you.

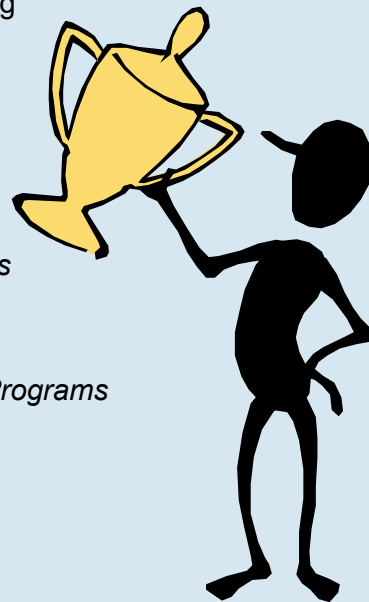
<a href="#">Index</a> • <a href="#">Search</a> • <a href="#">Site Map</a>	<i>NASA Glenn Research Center</i>
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<a href="#">Classes &amp; Programs</a>	<ul style="list-style-type: none"><li>• <a href="#">Glenn Technical Education Development (GTED) Program</a> Nominations are due May 28, 2002</li><li>• <a href="#">FY 2003 Fellowship Information!</a> Nominations are due July 5, 2002</li><li>• <a href="#">What is a Cage Code?</a> The Commercial And Government Entity Code</li><li>• <a href="#">CAGE Code Requirement for Training Vendors</a> New requirements for vendor cage codes</li></ul>
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## NASA EXTERNAL AWARDS

Every quarter, the Center receives requests for nominations for a wide variety of non-NASA Awards. A call letter, with nomination criteria summaries, is sent to the directorate offices for distribution. Please call the Awards Office at extension 3-2493, for specific information.

The following list of non-NASA External Award solicitations are due during the upcoming quarter — July to September 2002:

*President's Quality Award Program*  
*Heroism Award*  
*American Astronautical Society Awards*  
*American Institute of Aeronautics and Astronautics Awards*  
*National Space Trophy*  
*National Medal of Technology*  
*OPM Director's Award for Outstanding Work/Life Family Programs*  
*Women in Aerospace Awards*  
*National Business and Disability Council Awards of Honor*  
*Black Engineer of the Year Award*  
*Lemelson-MIT Prize*  
*James E. Hill Lifetime Space Achievement Award*



## **U.S. Office of Special Counsel**

The U.S. Office of Special Counsel (OSC) is an independent Federal investigative and prosecutorial agency. Their primary mission is to safeguard the merit system by protecting Federal employees and applicants from prohibited personnel practices, especially reprisal for whistle blowing.

It is a prohibited personnel practice to:

- Discriminate on the basis of race, color, religion, sex, national origin, age, handicapping condition, marital status, or political affiliation.
- Solicit or consider employment recommendations based on factors other than personal knowledge or records of job related abilities or characteristics.
- Coerce an employee's political activity.
- Deceive or willfully obstruct a person's right to compete for employment.
- Influence any person to withdraw from competition for a position to improve or injure the employment prospects of any other person.
- Give unauthorized preference or advantage to any person to improve or injure the employment prospects of any particular employee or applicant.
- Employ or promote a relative.
- Retaliate against a whistleblower whether an employee or an applicant.
- Retaliate against employees or applicants who exercise their appeal rights, testify or cooperate with an Inspector General or the Special Counsel, or refuse to break a law.
- Discriminate based on personal conduct which is not adverse to on-the-job performance of the employee, applicant, or others.
- Take or fail to take a personnel action in violation of Veterans' Preference laws.
- Violate any law, rule, or regulation which implements or directly concerns the merit principles.

If a complaint is filed, the OSC will investigate the allegations by interviewing potential witnesses and agency officials. Information concerning employees' rights and responsibilities in connection with OSC investigations is available for review on the OSC's Web site at [www.osc.gov](http://www.osc.gov) (under "Publications").

The OSC also serves as a safe and secure channel for Federal workers to disclose violations of laws, gross mismanagement or waste of funds, abuse of authority, or a specific danger to the public health and safety. In addition, OSC enforces and provides advisory opinions regarding the Hatch Act, and protects the rights of Federally employed military veterans and reservists under the Uniformed Services Employment and Reemployment Rights Act of 1994.

Additional information regarding the U.S. Office of Special Counsel can be found at [www.osc.gov](http://www.osc.gov).

